



# WORKFORCE CONNECTION



Anaconda Job Service  
One Stop Workforce Center  
307 East Park Street  
Anaconda, MT 59711



Newsletter constructed by Marilyn Ohman, Manager

The following information is taken from Department of Labor/Job Service Divisions: Finding the Right Fit: A Hiring and Retention Resource booklet. We will highlight some of the information from that booklet in future newsletters.

## THE HIRING PROCESS

### GETTING STARTED...

Employers are faced with the most costly part of doing business when it comes to employees. Hiring the “wrong” person for a job is very costly. It is important that you follow a process that will afford you the opportunity to select people who have the best chance of success in performing the job. Take the time necessary to find people with the right aptitudes as well as attitudes that reflect your values.

Employers need to spend some time prior to advertising for an employee reviewing the Hiring Sequence and figuring out their Cost of Turnover. Taking time upfront to complete a job analysis and have a written job description will save time and money as the hiring process continues.

### THE HIRING SEQUENCE

**A guide to help you through the hiring process**

**Define the duties and what it takes to do them**—Review or develop your written job analysis and job description. Ask yourself and your employees “what skill and experience is needed to do the job?”

**Create a recruitment plan**—Include where you are going to advertise, how long the job advertisement will be open, how you want applicants to apply—application and/or resume, time lines for recruitment.

**Advertise your job opening**—Use any resource available such as your local Job Service Workforce Center, word of mouth, and Internet sites such as <http://jobs.mt.gov>. This is a free service!!!



**Develop your screening criteria**—Include pre-screening process, interview questions and evaluation criteria.

**Screen applicants**—Using the same criteria for all applicants, select the most qualified individuals and schedule interviews.

**Conduct the interview**—Ask the same questions of all applicants! 

**Check references**—Remember to ask only for job related information ✓

**Make the job offer to the successful candidate**—Remember to notify all applicants the position has been filled

**Welcome the new employee to your organization.**



.....And in the beginning.....

## BACK UP THE TRUCK!!!

At the beginning of our newsletter, we discussed the hiring process.....but let's start at the beginning, before you actually list your job opening.

### JOB ANALYSIS

Knowing your needs before you advertise and hire a new employee can be of benefit to any employer. Conducting a Job Analysis and **writing an accurate Job Description** for all positions may seem like an unnecessary task. It will be time well spent in the long run. Involving current employees in the process will lead to better results. It's a great way to help you look at how your business operates and may give you some ideas on what is working and what isn't!

Job Analysis:

- Is the process of describing in detail and of prioritizing the important tasks, which make up a job and the knowledge, skills and abilities required to perform those tasks.
- Helps to ensure that selection procedures are job-related and treat applicants fairly.
- Saves the employer time, money and energy. The more that is known about the job specific tasks, the better the chance of selecting the best qualified applicant.
- Focus on four major questions during a job analysis:
  - WHAT** physical and mental tasks does the job accomplish?
  - HOW** is the job done?
  - WHY** is the job done?
  - WHAT** qualifications are needed for this job?

*A Job Analysis Thus Provides a Summary of a Specific Job's..*

DUTIES

RELATIONSHIP TO OTHER JOBS

KNOWLEDGE AND SKILLS

WORKING CONDITIONS OF UNUSUAL NATURE

A very helpful website for employers to use when completing a job analysis is located at:

<http://online.onetcenter.org/>

This site is a comprehensive database of worker attributes and job characteristics.

KNOW EXACTLY WHAT YOU ARE LOOKING FOR BEFORE YOU START LOOKING!!!



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## SAFETY WRITER WORKSHOP

The Anaconda Job Service Employers Committee (JSEC) will be sponsoring a SAFETY WRITER'S WORKSHOP. In this workshop, you will walk out with a completed, printed safety plan for your business and it also saved on a jump drive. Having a safety plan in place can help with Worker's Comp rates and insurance premiums where applicable. Many government contracts require a safety plan to be in place when bidding on contracts. Every business should be aware of safety in the workplace and having a plan shows you are serious about it and care about you and your employee's well being. The workshop will be offered 3 times October 26, 2010 at 9 a.m., noon or 6 p.m. in Anaconda at the Community Service Center. Cost for the workshop is \$15. Please contact Shirley Cortright at 406-563-4122 to register. Sessions will be canceled if no interest is shown.

# NEW JOBS TAX BREAKS



**EMPLOYERS** may qualify for **two new tax breaks** when they hire someone who has not worked for more than 40 hours in the past 60 days. These breaks are part of the **Hiring Incentives to Restore Employment (HIRE) Act**.

*Here's what you should know:*

## **6.2 percent payroll tax exemption**

You may be exempt from your 6.2 percent share of social security tax on wages paid to qualified employees, effective for wages paid from March 19, 2010, through December 31, 2010. Most employers will claim it on Form 941, Employer's QUARTERLY Federal Tax Return, beginning with the second quarter of 2010. The exemption will also be claimed on annual payroll tax returns such as Form 944, Employer's ANNUAL Federal Tax Return.

## **Tax credit up to \$1,000 per worker**

You may claim an additional new hire retention credit, up to \$1,000 for each qualified employee you keep as an employee for at least a year and whose wages are not significantly reduced in the second half of the year. You claim it on your income tax return for your business, usually in tax year 2011.

## **Qualified employers**

You may qualify for these tax breaks if you are a small or large business, tax-exempt organization, public college or university, Indian tribal government or farmer. But household employers and federal, state and local government employers, other than public colleges and universities, do not qualify.

## **Qualified employees**

Generally, those beginning employment with you after February 3, 2010, and before January 1, 2011, who were either unemployed or worked 40 hours or less for anyone during the previous 60 days can qualify. You must get a Form W-11, or similar signed affidavit, from new hires certifying they were not employed for more than 40 hours during the 60 days before beginning employment.

**Learn more about HIRE and new jobs  
tax breaks at [www.IRS.gov](http://www.IRS.gov)**

Information worth knowing.

Publication 4865 (6-2010) Catalog Number 55220Y Department of the Treasury **Internal Revenue Service** [www.irs.gov](http://www.irs.gov)



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*Superior Service for a Working Montana.*

WEB

- [wsd.dli.mt.gov/local/anaconda](http://wsd.dli.mt.gov/local/anaconda)



**INCUMBENT WORKER TRAINING AND YOUR BUSINESS**

**YOU MAY HAVE HEARD IT BEFORE AND WE ARE GOING TO ENCOURAGE YOU AGAIN  
THIS PROGRAM HAS BEEN EXTREMELY BENEFICIAL TO MANY MONTANA BUSINESSES!**

There has been 59 Incumbent Worker Training applications approved statewide since July. Incumbent Worker training dollars help Montana Businesses improve the skills of the owners, directors or employees to make them, their business and their employees more efficient and competitive in a changing economy. Now is the time to invest in your business and your employees skill base. IWT is a great way to help you pay for it. Know of some skill training that can do that but you don't know how to pay for it? Apply for IWT funding. It's something you don't have to pay back. You only have to match 20% of the cost of training. That match could be the wages and benefits you pay the employee while attending or you could cover some of their travel expenses. For each full time employee, you can apply for up to a maximum IWT grant of \$2000, \$1000 for each part time employee.

This is specific to small businesses with no more than 50 employees statewide and no more than 20 at one location. Other qualifying factors must also be met in order to apply.

Businesses received training on how to use new equipment, the use of new software, QuickBooks, New Massage Therapy techniques and more....Don't wait until the funding is gone. Call our office for more info!!!

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**IF YOU WOULD LIKE THIS NEWSLETTER EMAILED INSTEAD OF MAILED, PLEASE CONTACT  
MARILYN OHMAN AT 406-563-4121! THANKS!**

**UNEMPLOYMENT RATES**

	JUNE 2010	JULY 2010	AUGUST 2010
Deer Lodge County	8.0%	7.8%	7.8%
Powell County	9.1%	8.3%	8.6%
Granite County	10.1%	8.8%	9.0%
Montana Average Non seasonally adjusted	7.3%	7.3%	7.4%